



Name _____ Student number _____ Term of appeal _____

Mailing address: street & number _____

City _____ Province _____ Country _____ Postal code _____

Home phone # _____ Daytime phone # _____ Email _____

STAGE 1: GROUNDS FOR APPEAL

Important information about the Senate Appeals Board’s rules, regulations and procedures that appellants must follow is on page 2 of this form.

What are you appealing and why? (please be specific) _____

Your complete appeal package will include the following:

- this form, completed and signed
- a short letter outlining the special circumstances of your case. Your letter should contain:
 - For selective Withdrawal under Extenuating Circumstances, indicate the nature of the selectivity and why it is selective and not a complete Withdrawal.
 - A timeline of events
- all relevant documentation to support your appeal. This may include:
 - medical documentation
 - class schedule
 - airplane ticket
 - emails
 - other. Please specify: _____

If the grounds for this appeal are medical, attach a letter or form completed by your physician and explain how the medical condition affected your studies. (Your physician might wish to use SFU’s general healthcare provider form available as a PDF at students.sfu.ca/forms under “Appeals”.)

STAGE 2: HEARINGS (PLEASE INDICATE YOUR INTENTIONS)

Do you wish to be present at the hearing? NO YES Do you wish to bring a supporter? NO YES

Name of supporter _____ Do you authorize him/her to have access to your student record? NO YES

It is the responsibility of the Appellant to inform his/her supporter of the time and place of the hearing.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]), and is needed to support your appeal. If you have any questions about the collection and use of this information, contact the Secretary, Senate Appeals Board, Student Services, Simon Fraser University, 778.782.3108. All information is given in confidence.

DECLARATION

The information I am submitting in support of my appeal is truthful and complete.

Student signature _____ Date _____

GROUNDINGS FOR APPEAL

1. Documented significant physical or psychological distress.
2. Documented serious misadvice or improper administration by authorized University personnel with evidence that your studies were adversely affected.

For all appeals, you must provide a detailed outline of the events.

THE BOARD WILL ASSESS CASES BASED ON:

1. Evidence submitted, both written and oral.
2. Your academic record.
3. Probable actions of a hypothetical “reasonable person” who might encounter circumstances similar to those encountered by you.

APPEALS NOT CONSIDERED BY THE BOARD

1. Dissatisfaction with University policy.
2. Failure to meet published deadlines (students.sfu.ca/deadlines.html)
3. Grades. (Reviewed by Instructor, Department Chair or Dean as per policy T20.01)
4. Admission/readmission and transfer credit. (Reviewed by Committee to Review Undergraduate Admission)
5. Tuition and fees refunds (Enrolment Appeals Committee: see students.sfu.ca/appeals.html)
6. Academic penalties (Reviewed by Senate Committee on University Disciplinary Appeals)
7. Entry to limited enrolment program or a Faculty. (See Department Chair or Dean).

APPEAL FOR MEDICAL REASONS

Appeals based on illness or accident must be accompanied by medical documentation from the attending physician and must speak to the term in question. A general health care provider form is available as a PDF at students.sfu.ca/forms, under “Appeals”.

If you are appealing for selected courses in a term (selective Withdrawal under Extenuating Circumstances) please provide an explanation as to why the courses were affected differently by the circumstances.

SENATE APPEALS BOARD PROCEDURES

Appeals must be submitted in writing either in person, or by fax or email to:

Secretary of the Senate Appeals Board
Student Services
Maggie Benston Centre 3200
Burnaby campus, 8888 University Drive
Fax 778.782.5732
Email bedmunds@sfu.ca

All appeals are screened to ensure there are sufficient grounds for an appeal.

STAGE 1

The Senate Appeals Board will review the written submission to determine if you have (a) grounds for an appeal and (b) if you have evidence of extenuating circumstances. The Board will then:

1. Make a decision based on the documentation provided (approve or deny the appeal), or
2. Table the appeal until further documentation is provided.

STAGE 2 DENIED

If your appeal is denied and you have requested an in-person hearing, you will be contacted by the Secretary of the Senate Appeals Board to attend a hearing. Questions will be posed by the members of the Board and you will be provided with an opportunity to clarify your situation.

If you do not request an in-person hearing, the decision of the Senate Appeals Board is final.

QUESTIONS?

Please contact the Secretary of the Senate Appeals Board at Telephone 778-782-3108 or Email bedmunds@sfu.ca.